

APPLICATION INSTRUCTIONS TROY CITY PLANNING BOARD

These instructions will explain:

- A. A Step by Step Overview of Planning Process
- B. What a site plan is
- C. What site plan review is
- D. What the Troy City Planning Board is
- E. How to apply for site plan approval
- F. What an acceptable site plan review application package consists of

A.

1. The first step is to make an appointment with the director of Code Enforcement (270-4647). The director will go over your project with you and decide what Board approvals you will need. When the director has officially 'denied' your project until Board reviews are complete, they will take you to the Planning Department staff to sign up for the next available Planning Board agenda.
2. At this meeting with staff you will be issued notification signs to be posted, file the Planning Board fee (see fee schedule, Check Payable to: City of Troy), fill out a Short SEQRA form and application, and make a site visit appointment with staff.
3. Next you will meet with staff at the site. Staff will make comments and recommendations and write a Technical Staff Report based on the visit.
4. Staff will send the report and agenda six days prior to the meeting.
 - i. If you agree with all stipulations on the staff report and there is not known to be public controversy on the project, you will be placed on the Consent Agenda. This means that you will not be required to make a presentation at the meeting and the project will be approved at the beginning of the meeting. However, a board member or member of the public may have questions or concerns about the project and can pull the project off of the Consent Agenda. At that time you will be required to answer questions on the project.
 - ii. If you do not agree with stipulations on the staff report, you may opt to be heard on the Full Review Agenda and make a presentation at the meeting.
 - iii. If the project is a Type I SEQRA, has public controversy, or is considered large and complex by the staff, the item will be heard on the Full Review Agenda.
5. When your project has been approved, you must revise your site plan to meet the stipulations set by the Board and resubmit it to Planning Department Staff for approval.
6. When your final site plan has been approved, you may return to code enforcement to re-apply for a work permit.

B. A site plan is a drawing of your property as it would look from above. It shows existing

characteristics of your property as well as changes you plan to make to your property to make your proposal work. Your site plan should be neat, complete in accordance with the attached required site plan elements list, accurate, legible and to scale.

C. Site plan review is an analysis of your site plan to determine that your proposal will be safe and orderly, and to minimize undesirable impacts of your proposal on nearby properties.

Review of your site plan is conducted in two stages. In the first stage copies of your site plan are circulated to professional staff personnel of the City of Troy (Planner, City Engineer, Traffic Engineer, Director of Code Enforcement, Public Utilities Engineer, Fire Prevention Bureau, Police Department, and sometimes the pertinent school district) whose collective recommendations are passed on in a staff report to the Board itself. In the second stage of review the Planning Board formally reviews your site plan in public hearing and makes a decision whether to approve the site plan, approve it with conditions or disapprove it. If your site plan is disapproved you have the right to amend it and submit it again for another site plan review.

D. The Planning Board is composed of five voting members. Public hearings are conducted once each month on the second Thursday of the month. They are held at 7:00 P.M. in Troy City Hall. You, or someone representing you, **MUST** attend the Planning Board hearing at which your site plan will be considered. At the meeting you will be asked to :

1. briefly describe your proposal.
2. answer any questions the Board may have.

Usually the Board makes a decision on your site plan the night it is scheduled to be heard.

E. The filing deadline for these meetings are usually 3:30 P.M. on the Wednesday 3 weeks preceding the meeting. Therefore, you must make a complete application by that deadline in order to be placed on the next Planning Board agenda. Your application will not be placed on any agenda of the Planning Board unless your application is complete and submitted before the filing deadline. Approximately five days prior to the public hearing you will receive your written official notification/confirmation that you are on the agenda of the Planning Board. You should read the description of your proposal very carefully. This is the same description that will appear in a legal notice in the local newspaper, and, if incorrect, could result in a suspension of the review of your proposal until a correct description has been published. A copy of the staff report will be mailed to the address indicated on your application and you will receive it about five days prior to the scheduled public hearing. This report is the same report that the Board will receive. You should read it carefully and be prepared to address any issues raised within it.

F. An acceptable application for site plan review consists of the following:

1. A completed application form
2. The appropriate filing fee
3. A complete, accurate legible scaled site plan prepared in accordance with the attached sheet
4. Short environmental assessment form (attached)

Please note that you must provide 12 **(FOLDED)** copies of the site plan if your site plan is larger than 11 inches by 17 inches. If your site plan is this size or smaller, you may submit just one

original. You should also note that your site plan should describe existing conditions as well as proposed changes and must address all of the listed elements.

REQUIRED SITE PLAN ELEMENTS FOR SITE PLAN REVIEW TROY CITY PLANNING BOARD

You have been given this sheet to assist you in the preparation of an acceptable site plan for the Troy City Planning Board. You must bear in mind that the Planning Board members will know nothing more about your property and your proposal than you tell them on the site plan. Therefore, it is important that you fully describe the existing conditions on your property and that you fully describe your proposal in accordance with these instructions. If your site plan is not complete the staff planner must advise the Planning Board of any deficiencies within it. More site plan proposals are tabled or rejected by the Planning Board because they are deficient than for all other reasons combined.

The Planning Board is required by law to review your site plan in accordance with all of the site plan elements listed below. That is why a complete site plan is so important. Safety on and near the site, workability of the site design and layout, and compatibility of the site plan with the neighborhood are the primary concerns of the Planning Board.

You must submit on neat, scaled, complete 11 inch by 17 inch (or smaller) site plan by the filing deadline noted in the Instructions to Applicants sheets. If you choose to submit a site plan larger than 11 by 17 inches, you must submit 12 copies (17 if also involving Zoning Review) (20 if also involving Historic Review)

Any questions you have concerning the preparation of your site plan can be answered by calling (518)270-4619.

Site plan requirements are divided into three categories:

- A. sign proposals must address elements 1-11 and 21,
- B. parking lot proposals must address elements 1-14 and 21,
- C. all other proposals must address all 21 elements

SITE PLAN ELEMENTS LISTING

1. Show the following information as notations on the site plan:
 - a. identify the property by its street address.
 - b. provide today's date
 - c. identify the scale of the drawing (ex. 1"=20')
 - d. note the zoning district _____
 - e. note the tax map number of the property (this information can be acquired by phoning the City Assessor's Office at 270-4538.
2. Indicate the applicant's full name and address and the property owner's name and address (if the same, show it as such).

3. Show the boundaries of the property and provide the dimension at each change of direction of the boundary line.
4. Draw the locations of the curb lines of all streets and alleys adjoining the property and show the following:
 - a. provide the street (curb-to-curb) widths.
 - b. provide the alley widths.
 - c. show the street and alley Right-of-Way widths.
 - d. identify whether the streets are privately or publicly owned.
5. Place a labeled north arrow on the plan.
6. Draw all the buildings on the property and provide the following information:
 - a. Complete building dimensions
 - b. Descriptions of existing uses of the building and the quantity of space so used
 - c. Show the distances from the building to the nearest property line.
7. Draw the locations of the buildings on adjacent properties and provide the following information:
 - a. Approximate dimensions of the buildings
 - b. Approximate distances to property lines
 - c. Describe uses of the buildings
 - d. Identify the construction of the buildings (brick, frame, brownstone, etc.).
8. Describe your proposal fully and identify the following as part of the overall description:
 - a. Indicate the proposed future use of the property
 - b. Identify the area affected by the proposal (ex. exterior and interior rehabilitation of 123 4th St. to change 450 square feet of the first floor area to a neighborhood meat market, etc.).
 - c. Describe hours of operation and the expected number of customers.
9. Locate and describe any existing and all proposed driveways, curb cuts and walkways. If none existing or proposed, so state. If new curb cuts are being proposed, provide detail to describe its construction and layout.
10. Provide the following information to describe landscaping on the property:
 - a. Show all existing landscaping, trees and fences and identify its size and type.
 - b. Show all proposed new landscaping, trees and fences and identify it by species, size, number and spacing
11. Prepare a scaled drawing of any proposed sign(s) and provide the following information:
 - a. Overall sign dimensions
 - b. Sign colors

- c. Method of illumination (if none, so state)
- d. Approximate messages (ex: Sam's Deli, open 24 hours).
- e. Identify the installation height of the sign above grade.
- f. Show the sign(s) installation location(s).
- g. identify the type of sign proposed (ex. flush mounted, projecting, freestanding, etc.).

12. Draw existing and/or proposed offstreet parking areas and provide the following information:

- a. Identify the overall dimensions of the parking area
- b. Identify the pavement material
- c. Indicate the method of delineating spaces
- d. Describe how the parking area will be illuminated (if it will not, so state) and include design of lampheads and wattage
- e. Identify the size of all parking spaces
- f. Indicate the total number of parking spaces, both existing and proposed
- g. Show locations of guard rails, tire stops, bollards etc.
- f. Show the locations of all landscaping, screening and traffic islands.
- g. Indicate the slope of all driveways and the parking surface.
- h. Describe how storm water will be drained and removed
- i. Describe how snow will be removed and where it will be piled.

13. Using arrows, show traffic circulation patterns to and from the site, and the direction of traffic of all adjoining streets and alleys.

14. Provide topography lines or spot elevations if there is more than a five foot difference in elevation between any two points on the site.

15. Show the locations and describe all exterior lighting not associated with parking.

16. If additional pavement or roof area will be placed on the site, describe how storm drainage will be addressed and include the following information as it applies:

- a. Provide rim and invert elevations for each catch basin
- b. Identify the size and material of all storm lines (12" minimum diameter required)
- c. On the site plan, show the new locations of new catch basins and storm lines and where they will connect into existing lines.
- d. Describe the material and indicate the size of the existing lines the new lines will connect into.

17. Identify the locations of existing water supply and of existing sanitary sewerage lines and describe their material and size. If changes or replacements to the lines will occur outside of the building, provide the following notation on the site plan: "All taps into City water or sewer lines are to be done by City personnel using approved materials supplied by the applicant. The applicant will reimburse the City for labor and equipment costs associated with the utility tap(s)"

18. Describe future trash collection provisions and include the following information:

- a. Show where the trash will be accumulated on the property (dumpster locations, trash

can locations, etc.)

b. Show where the trash will be collected (at the curb, in the alley, etc.).

c. Identify who will collect the trash (City collection, private commercial collection, transfer to landfill by tenants or property owner, etc.)

d. Identify what landfill the trash is expected to be transferred to.

19. Show the location of the nearest fire hydrant on the plan and describe any additional fire protective measures that exist or will be added to the property (sprinkler systems, smoke detectors, siamese connection locations, alarms, etc.).

20. Submit a photograph of all buildings that are a part of your proposal and that shows the public notice signs have been posted. If no buildings are involved, submit a photo of the site. The photo is not required to be submitted with your application, but should be presented at the hearing of the proposal.

21. If modifications to the exterior of the building or new construction is proposed (such as an addition, entry alteration, new windows or doors, etc.), submit a sketch to indicate the shape of the proposed change, the color, the size, and the materials to be used.